

## OUTSIDE SPEAKER ITINERARY

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Speaker's Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Traveling Companions:

\_\_\_\_\_  
\_\_\_\_\_

Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Lodging Arrangements:

Location:

\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Cost per night: \_\_\_\_\_ # of nights: \_\_\_\_\_

Transportation:

Arriving By: Air \_\_\_\_ Auto \_\_\_\_ Other \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Departing By: Air \_\_\_\_ Auto \_\_\_\_ Other \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

During Visit: Have Transportation \_\_\_\_ Need Transportation \_\_\_\_

Arrangements Made if Needed: \_\_\_\_\_

\_\_\_\_\_

Special Set Up Required: \_\_\_\_\_

\_\_\_\_\_

Fee: \_\_\_\_\_ Love Offering: \_\_\_\_\_ Gift: \_\_\_\_\_